

DEPARTMENT OF GENERAL SERVICES ❖ OFFICE OF HUMAN RESOURCES
MAILING ADDRESS: P.O. BOX 989052 ❖ WEST SACRAMENTO, CA 95798-9052 ❖ (916) 376-5400
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California Relay (Telephone) Service for the Deaf/Hearing Impaired: From TDD 1-800-735-2929, From Voice 1-800-735-2922

THE POSITION

Under general direction of a Direct Construction Supervisor III, the Direct Construction Supervisor is responsible for supervision and coordination of all direct construction projects statewide; and to do other related work.
Positions are located throughout the state.

EXAMINATION
INFORMATION**Performance Test – Weighted 25%**
Qualifications Appraisal Panel Interview – Weighted 75%

This examination will consist of a **Performance Test** weighted 25% and a **Qualifications Appraisal Panel Interview** weighted 75%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in each phase of the exam. **Competitors who do not appear for the interview will be disqualified.**

Examinations will be held in Sacramento and Los Angeles. Additional locations will be scheduled if the need warrants.

SCOPE

Candidates should be prepared to answer questions related to the following areas:

A. **Knowledge of:**

1. Materials, methods, and processes involved in the construction of wood, steel, frame, masonry and concrete buildings.
2. Work of the various building trades.
3. Various codes and safety orders applicable to building construction.
4. Construction contracting practices, including estimating division of work, scheduling and organizing construction work.
5. Plumbing, heating and ventilating and electrical work.
6. Principles of effective supervision.
7. The Department's Equal Employment Opportunity Program objectives.
8. The supervisor's role in the Equal Employment Opportunity Program and the processes available to meet equal employment opportunity objectives.

B. **Ability to:**

1. Read and understand construction plans and specifications.
2. Calculate material quantities.
3. Direct the work of others.
4. Prepare clear and comprehensive reports and correspondence.

ELIGIBLE LIST
INFORMATION

An OPEN STATEWIDE eligible list will be established for the Department of General Services. Names of successful candidates will be merged onto the list in order of final scores regardless of test date. Eligibility expires 24 months after it is established.

VETERANS'
PREFERENCE

Veterans' Preference will be granted for this examination. Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, widow or widower of a veteran, or spouse of a 100 percent-disabled veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligibility list. This section shall not apply to any veteran who has been dishonorably discharged or released.

GENERAL INFORMATION

It is the candidate's responsibility to contact the DGS Office of Human Resources at (916) 376-5400 three days prior to the written test date if s/he has not received his/her notice; or three weeks after the final filing date if there is no written test.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, s/he will be rescheduled upon written request.

Applications are available at local offices of the Employment Development Department, the Department noted on the bulletin or on the Internet at <http://jobs.ca.gov>.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The Department of General Services reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with the civil service law and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant as determined by the departmental testing office. Ordinarily, interviews are scheduled in Sacramento, San Francisco and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire from one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open exams investigation may be made of employment records and personal history--fingerprinting may be required.

Veterans' Preference: Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, Veterans' Preference will be awarded as follows:

1. Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for veteran's preference.
2. An entrance examination is defined, under the law, as any open competitive examination.
3. Veterans' Preference is not granted once a person achieves permanent civil service status.

Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (Std. Form 1093), which is available at <http://jobs.ca.gov/Job/VeteransInformation>, and the Department of Veterans Affairs.

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TDD is a Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.
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